



Setting up Interagency Agreements with Federal Funds

An Interagency Agreement with Federal Funds (IAA-FF) is defined as “Funds issued by a federal agency to a state agency (Prime Recipient Agency) that are then transferred in compliance with applicable federal award eligibility terms to another state agency (Administering Agency) to carry out part of the federal award received by the Prime Recipient Agency. Transfers to quasi-public corporations or state colleges are not considered as Interagency Agreements with Federal Funds” (A&C Enterprise Interagency Agreements with Federal Funds Policy).

IAA-FF's will be treated as child/subprojects in GMS

- Prime Recipient Agency, the prime recipient of federal funds, marks funds available for allocation to Administering Agency AND sends completed IAA-FF Tool to Administering Agency
- Administering Agency, the subrecipient of federal funds from Prime Recipient Agency, then creates the sub-project/child project with Prime Recipient Agency's allocation
- Either agency can create ad hoc tasks with workflow involving one or both agencies
- Federal funds for IAA-FF should flow directly to Administering Agency (do not hit Prime Recipient Agency's line seq)
- Administering Agency subawards: Cannot make subawards from a child/subproject. Administering Agency could use Org Funding Source ([contact GMO](#)) to issue subawards from IAA-FF. Administering Agency's subawards would not be directly linked in GMS to the federal award.
- Transfers to quasi's and state colleges/universities should be treated as subawards in GMS and use the State as a Grantor workflow
- Operating expenditure reimbursements (e.g. DPS police details for federally funded construction projects) should be recorded as expenditure credits. Such expenditures are neither IAA-FF's, nor subawards.

Based on the description above, determine if you are Prime Recipient Agency or Administering Agency. Click on the title to navigate to your respective instructions:

[Prime Recipient Agency](#) – Federal prime grant recipient

[Administering Agency](#) – Subrecipient of federal funds via Prime Recipient Agency

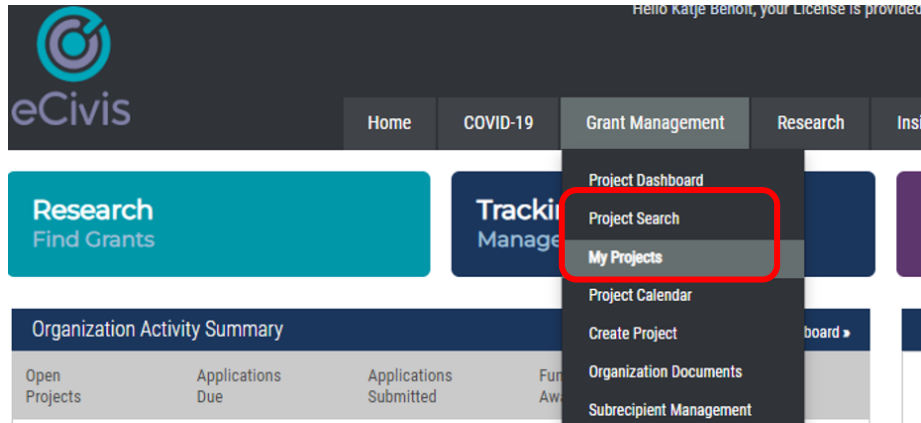
[Optional: Adding Tasks](#) – for both Prime Recipient Agency and Administering Agency

[Miscellaneous Tips](#)



Process for Prime Recipient Agency (Federal prime grant recipient)

Before starting this process, it will be helpful to have ready data for your federal award and the IAA-FF agreement with another state agency. To begin, navigate to the parent grant via *My Projects* or *Project Search* under the *Grant Management* tab.



Select the umbrella Project to open up the Project Dashboard. Once in the Project Dashboard, select the *Grant Lifecycle* tab.

Project Dashboard: Internal Subaward Test

Department: Department of Administration

Project Dashboard: Internal Subaward Test

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Overview Documents **Grant Lifecycle** Goals & Metrics Budgets Contracts & Accounts Spending History

Active Grants

FD18395 School Safety Grant - FY 2021

Stage: Grant Awarded Awarded: \$1,000,000.00 Match: \$50,000.00

Available Actions

☐ I would like to access details of this grant

☐ I would like to request an account setup

☐ I am ready to schedule my report

☐ This grant does not require a report

☐ I have received a grant adjustment notice and need to amend my grant agreement

☐ I am ready to initiate grant closeout

☐ I would like to view/manage my contract & account details

☐ I would like to create/manage goals and metrics for this grant

☐ I would like to create/manage a budget for this grant

Project Team

K. Benoit DEPT (Lead)

Department User

Under the Grant Awarded stage, select the *View/Edit* pencil icon

Grant Lifecycle Report

Internal Subaward Test

FD18395 School Safety Grant - FY 2021						
Stage	Completed On	Completed By	Files	View/Edit	Last Updated On	Last Updated By
Grant Awarded	05/01/2022	K. Benoit DEPT			05/23/2022	K. Benoit



Scroll down to the *Allocation Option* section. Select “Yes” for “Are awarded funds to be available for Allocation to sub-projects?” The full amount of your award will auto-populate in the *Available for Allocation* field. Edit and enter the IAA-FF amount and any notes (Tip: if making multiple allocations, enter the total amount of all allocations).

Allocation Option

Are awarded funds to be available for use as pass-through funding? ☒ No ☐ Yes

Are awarded funds to be available for Allocation to sub-projects? ☐ No ☒ Yes

Amount to be available for Allocation*:

Allocation Source Notes:

418 Characters Left

Select the Department/Division receiving the IAA-FF

Departments Eligible for Allocation*:

All Departments

- Department of Administration
- Department of Children, Youth
- Department of eCivis Training
- Department of Public Safety
- Environmental Management, C

Eligible Departments

- Department of Administration
- Department of Health

Click *Save*.

Via email, notify the subrecipient agency (Administering Agency) that they should create the sub-project.

Optional: Use the [GMS Sub-Project Setup Tool for IAA-FFs](#). Include:

- Grant Name
- Prime Recipient Agency contacts to include in sub-project Team
- Data for populating GMS fields

Once created, Administering Agency’s sub-project will be visible in *My Projects* list of any team members.



Process for Administering Agency (subrecipient of federal funds via Prime Recipient Agency)

Have the IAA-FF agreement and the email with GMS fields from Prime Recipient Agency handy. Log into https://gn.ecivis.com/GO/gn_home

Navigate to *Research > Allocation Sources*

The screenshot shows the eCivis Research menu. The 'Allocation Sources' option is highlighted in a red box. The menu also includes options like 'Search for Grants', 'My Search Agents', 'My Saved Grants', 'My Grant Review Tasks', 'My Recent Updates', 'New Grants/Updates', 'Search PFA Library', and 'Organization Funding'.

On the *Allocation Sources* page, enter the Grant Name in *Search* box

Allocation Sources

The screenshot shows the Allocation Sources page. The search box is highlighted in a red box. The page displays a table with columns: Grant, Project, Eligible Departments, Funds for Allocation, Unallocated Funds, Projects Funded, and Actions. The first row shows a grant for 'FD1004-AS Hearst Foundations: Health - FY 2021' with a project 'Health Project'.

Scroll to the applicable Grant and select the *Assign Allocation* icon under *Actions*.

Allocation Sources

The screenshot shows the Allocation Sources page with the search box containing 'sub'. The page displays a table with columns: Grant, Project, Eligible Departments, Funds for Allocation, Unallocated Funds, Projects Funded, and Actions. The first row shows a grant for 'FD18395-AS School Safety Grant - FY 2021' with a project 'Internal Subaward Test'. The 'Assign Allocation' icon (a document with a plus sign) is highlighted in a red box under the Actions column.

You can assign the allocation to a new or existing project in your Department



If applicable, refer to documents provided by Prime Recipient Agency for the remaining fields in this section. For the *Grant Tags* field, select *Interagency Agreement with Federal Funds*.

Once your IAA-FF is created as a sub-project in GMS, you can add additional team members, and complete the budget (keep/add line items for any naturals you expect to use, even if the budget is \$0 for the natural).

Navigate to *Grant Management > My Projects*. Select the applicable project.

Add team members by clicking the green plus symbol on the right side of the Project Dashboard

Project Dashboard: Agency B sub-project

Department: Department of Administration



Use the pencil icon to change “view” access to “edit” access, as appropriate. Note: edit access is required for Prime Recipient Agency users to view the budget and complete tasks

Team Member Settings

Agency B sub-project

[Add Team Member](#)

Team Member Settings									
Remove	Team Member	Set Permissions		Set Grant Status Email Alerts					
		View	Edit	Applying	Submitted	Awarded	Amendment	Setup Account	Report Submitted
	K. Benoit (Lead)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	K. Benoit DEPT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#)

[Cancel](#)

Build the budget by clicking the *Budgets* tab in your Project Dashboard

Project Dashboard: Agency B sub-project

Department: Department of Administration

[Data Integration Options](#)[Project Options](#)

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
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Active Grants
[FD18395-AS School Safety Grant - FY 2021](#)
Stage: Funding Allocated Awarded: \$20,000.00 Match: \$10,000.00

Available Actions

- ☐ I would like to access details of this grant
- ☐ I am ready to schedule my report
- ☐ This grant does not require a report
- ☐ I am ready to initiate grant closeout
- ☐ I would like to view/manage my contract & account details
- ☐ I would like to create/manage goals and metrics for this grant
- ☐ I would like to create/manage a budget for this grant

Project Team
[K. Benoit \(Lead\)](#) Grant Manage...
[K. Benoit DEPT](#) Department User

Select *RI Non Construction* (or *RI Construction*) budget template from the drop-down and hit “Save & Close”

Project Dashboard: Agency B sub-project
Department: Department of Administration

[Data Integration Options](#)[Project Options](#)

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
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Project Team
[K. Benoit \(Lead\)](#) Grant Manage...
[K. Benoit DEPT](#) Department User

Budget Creation Wizard
FD18395-AS School Safety Grant - FY 2021
Instructions: Select from the options below to generate a budget.
Budget Template:
[Save & Close](#) [Cancel](#)

Uniform Guidance Help
As you develop your application use our digital reference tools to search the [Uniform Guidance](#)



Enter amounts in the *Units* and *Unit Cost* columns of the row with the corresponding natural
 Click the *Save* button under *Budget Settings* (to the left of the red padlock icon)
 When your budget is final, click the red padlock icon to lock the budget and allow transactions to be mapped over from RIFANS.

Awarded Budget for
 FD18395-AS School Safety Grant - FY 2021

[Revision Report](#)

Budget Settings

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Appli 0.00 % \$ 0.00

Budget Stage: Awarded

Actions:

Budget Summary

\$7,500.00 Total Direct Costs

\$0.00 Total Indirect Costs

\$7,500.00 Total Amount (Direct + Indirect)

\$0.00 Match / Cost Share

\$0.00 Program Income

Budget Items

1. PERSONNEL Close

PERSONNEL Totals:				Ext Cost	Direct Cost	Ind Cost	Cost Share
				\$7,500.00	\$7,500.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
PERSONNEL	PERSONNEL	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$0.00	02-611000	Direct Cost
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$0.00	611000	Cost Share
Overtime (1.5)	Overtime (1.5)	1.00	\$5,000.00	\$5,000.00	\$5,000.00	02-614100	Direct Cost
Holiday Pay	Holiday Pay	0.50	\$5,000.00	\$2,500.00	\$2,500.00	02-614400	Direct Cost

[Add Row](#)

Making subawards with IAA-FF Funds: Administering Agency should contact GMO using the [GMS User Support Form](#) and selecting “Non-Federal Funding Source Set Up” from the *Type of Issue* dropdown, since GMS does not support issuing subawards from a child/subproject.

The following information will be requested in the form:

- Funding Source Title
- Account Source
- Line Sequence
- Amount Set Aside for Subawards
- Associated GMS Department(s)
- Name of Associated GMS Users

The GMO will then create the Org Funding Source and notify the agency when it is available to be attached to a subaward solicitation.



Optional: Adding Tasks – for both Prime Recipient Agency and Administering Agency

The Task feature can be used to:

- Request reimbursement from Prime Recipient Agency (Task feature does NOT connect to RIFANS.)
- Request amendments to the IAA-FF, or notify Prime Recipient Agency of a change
- Report monthly/quarterly spending to Prime Recipient Agency (Project Team member can also pull spending reports from the budget tab.)
- Report reimbursements received
- Attach closeout documents
- Attach files/reports

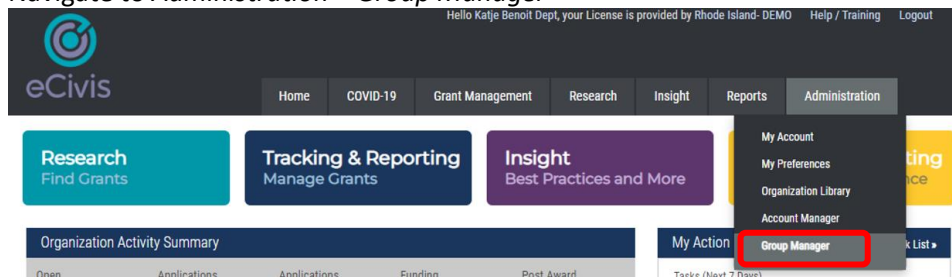
Simple Tasks have two roles:

1. User that creates the task
2. *Assigned To* – user or group the task is assigned to. The user that creates a task may assign it to themselves, to another user, or to a group. *Assigned* users are responsible for completing the task, and marking it *Done*.

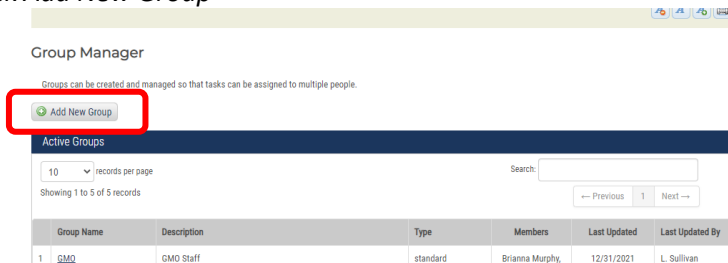
Advanced Tasks have a third role:

3. *Approver* - user or group able to approve, reject, or request additional information. Approvers do not have access to the task until the *Assigned* users have marked it *Done*.

1. Add New Group (Note: User Groups can only be set up by DMAH users) for IAA-FF task workflow
 - a. Navigate to *Administration > Group Manager*



- b. Click *Add New Group*





- c. Select options that best align with IAA-FF needs (Tip: Make the Group Name self-explanatory)

Add New Group

Group Name *: FY2022 Subaward Test Programmatic Group

Description:

Type *: ☒ Standard ☐ Sequential

Select from Department, Users, and Groups

Select one or more departments on the left to narrow the list of users on the right, or select from the list of user groups.

Departments: Department of Administration

Users: Anna Haney (ahaney@ecivis.com), Cynthia Salazar (csalazar@ecivis.com), Daniel Harlan (Daniel.Harlan.CTR@omb.ri.gov), David Shea (dshea@ecivis.com), David Vince (david.vince.ctr@omb.ri.gov), Dean Johnson (deajohnson@wittobriens.com), Dean Spies (WDean.Spies.CTR@doa.ri.gov), Donald Odonnell (Donald.Odonnell@donit.ri.gov)

Group Members: Steve Thompson (Steve.Thompson@omb.ri.gov), Brianna Murphy (Brianna.L.Murphy@omb.ri.gov)

Save **Cancel**

For *Type*:

Standard – All group members will see the task at the same time, and any user can respond to the task

Sequential – The first person listed in the group will see the task first, once they review, it will be sent to the second person listed. (In this screenshot example, the task will go to Steve to review and once complete, will then go on to Brianna).

2. Add Task

- a. From your Project Dashboard, select *I am ready to schedule my report*. If reports have been submitted in the past, this option will read *"I want to update my scheduled reports"*

Project Dashboard: Agency B sub-project

Department: Department of Administration

Overview **Documents** **Grant Lifecycle** **Goals & Metrics** **Budgets** **Contracts & Accounts** **Spending** **History**

Active Grants **FD18395-AS School Safety Grant - FY 2021**

Stage: Funding Allocated **Awarded:** \$20,000.00 **Match:** \$10,000.00

Available Actions

- ☒ I am ready to schedule my report
- ☐ I would like to view/manage my contract & account details
- ☐ I would like to create/manage goals and metrics for this grant
- ☐ I would like to create/manage a budget for this grant

Project Team **K. Benoit (Lead)** **Grant Management...**

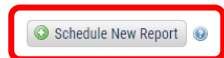
K. Benoit DEPT **Department User**



b. Click *Schedule New Report*

Schedule Report

Agency B sub-project



FD18395-AS School Safety Grant - FY 2021	
Report Name	Assigned To
No reports assigned at this time.	



c. Select options that best align with IAA-FF needs, and work through the prompts to set up your task




i. Select *Advanced* if:

1. Task is required (blocks the grant from moving to closeout if the task has not been completed)
2. Task repeats

3. Complete Tasks

At the bottom of your Project Dashboard, you can see all pending tasks, when they are due, and who they are assigned to.

a. Click the box under *Done* (available if assigned to you)

Pending Tasks		Completed Tasks	Approval History				
Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
May Budget Report	FD18395-AS: FY2021	Implementation	K. Benoit DEPT	05/31/2022			<input type="checkbox"/>
							

b. Follow steps to complete the task

c. Completed tasks can always be viewed for reference. At the bottom of your Project Dashboard, select *Completed Tasks* tab. A page with all submitted tasks will open, including the attached files, notes, and additional information.

Completed Tasks

Agency B sub-project

FD18395-AS School Safety Grant - FY 2021										Minimize
Stage	Task Name	Due	Completed On	Completed By	Download Files	Manage Files	Edit Task	Scoring Rubric	Notes	
Report Submitted	May Budget Report	05/31/2022	05/31/2022	K. Benoit Dept						





Miscellaneous Tips

- GMS RIGID will populate overnight. If you login the next day, you will see it in the *Internal Grant ID* field. RIFANS RIGID will populate the day after that.
- In RIFANS, search for the line sequence (not agency code) when selecting a RIFANS RIGID for SFRF projects.
- In your GMS budget, keep/add line items for any naturals you expect to use, even if the budget is \$0 for the natural. When adding naturals, in the GL Code field, be sure to enter Account Source-Natural (e.g. 02-654130).
- If you don't have a line sequence assigned yet, you can still award yourself the grant, and at a later date, go back and enter the line sequence in the *Internal Grant Name* field in the Contracts & Accounts tab in the Project Dashboard. Make sure the line sequence is entered before transactions start.